


## ***Outside Employment Policy***

Approved: 

Date: June 2012

### **I. Policy**

No employee shall undertake employment outside the Nebraska Probation System that is, or can be, interpreted to be inconsistent with, or detrimental to the employee's assigned duties, or represent a conflict of interest.

Prior to accepting outside employment, an employee must first secure permission to do so from the Administrative Office of Probation.

### **II. Purpose**

To gain prior approval from the Administrative Office of Probation for outside employment.

### **III. Reference**

Not applicable.

### **IV. Procedure**

#### **A. Requesting Permission for Outside Employment of Less than Two (2) Weeks**

For temporary employment lasting no more than two (2) weeks, verbal authorization may be given by the employee's immediate supervisor. The supervisor shall notify the Administrative Office of Probation of such authorization.

#### **B. Requesting Permission for Outside Employment for Longer than Two (2) Weeks**

For employment lasting longer than two (2) weeks, the employee shall submit a written request to his/her immediate supervisor for acknowledgement and comment. If the employee's immediate supervisor approves the employee's outside employment request, the supervisor shall forward the request to the Administrative Office of Probation for further consideration.

#### **C. Review of Outside Employment Request by Probation Administrator**

Upon receipt of an employee's request for outside employment, the Administrative Office of Probation shall review the request and either approve, deny, or make modifications to the employee's request as deemed appropriate. The Administrative Office of Probation shall return the employee's request in a timely manner to the employee's supervisor.

#### **D. Termination of Outside Employment**

Upon cessation of any outside employment, the employee shall notify, in writing, his or her immediate supervisor. The supervisor shall then forward the form to the Administrative Office of Probation.